

RESOLUTION NO. 90-130

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A RESOLUTION OF THE LODI CITY COUNCIL
APPROVING THE ESTABLISHMENT OF A NEW CLASSIFICATION OF PERSONNEL
ANALYST I AND AMENDING THE CURRENT CLASSIFICATION TITLE OF PERSONNEL
ANALYST TO PERSONNEL ANALYST II

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BE IT RESOLVED, THAT THE LODI CITY COUNCIL hereby approves the establishment of a new classification of Personnel Analyst I (Exhibit A); and

RESOLVED, that the current classification title of Personnel Analyst is hereby amended to Personnel Analyst II (Exhibit A); and

BE IT FURTHER RESOLVED, that the following salary range is hereby approved:

PERSONNEL ANALYST I

A	B	C	D	E
\$2288.12	\$2402.53	\$2522.66	\$2648.79	\$2781.23

PERSONNEL ANALYST II

\$2648.79	\$2781.23	\$2920.29	\$3066.31	\$3219.63
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Dated: August 15, 1990

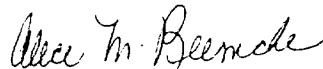
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I hereby certify that Resolution No. 90-130 was passed and adopted by the Lodi City Council in a regular meeting held August 15, 1990 by the following vote:

Ayes: Council Members - Hinchman, Olson, Pinkerton, Reid and Snider (Mayor)

Noes: Council Members - None

Absent: Council Members - None



Alice M. Reimche
City Clerk

90-130

PERSONNEL ANALYST I/IIDEFINITION:

Under the general direction of the Personnel Director, to perform professional personnel work in a variety of areas including recruitment and selection, labor relations, classification, salary and benefit administration, training, affirmative action, employee assistance, workers' compensation; and to perform other related work as required.

DISTINGUISHING CHARACTERISTICS:

Personnel Analyst I: This is an entry level class in the professional personnel series. Under close supervision, incumbents perform the more routine recruitment, selection and classification duties while learning policies and legal procedures and specific techniques and methodology.

Personnel Analyst II: This is a journey-level class and performs a wide variety of professional personnel work. Incumbents of this class are expected to carry out their assignments without detailed instructions or guidance. Incumbents are expected to be independently responsible for particular duties for which guidelines have been established.

SUPERVISION RECEIVED AND EXERCISED:

Receives direction from the Personnel Director.
May exercise indirect supervision over assigned clerical personnel.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to, the following:

Plans and coordinates recruitments; develop job announcements and supplemental questionnaires, advertises jobs through various media.
Develops and administers job-related selection procedures, including, but not limited to, application reviews, written and performance exams, and interviews and assessment techniques; establishes eligibility lists.
Interviews candidates and chairs qualifications appraisal panels.
Provides information and interpretation regarding City personnel rules, regulations and procedures.
Performs job audits and analyses of individual positions, classes and series of classes.
Writes classification specifications, examination documentation, and other reports as assigned.
Conducts salary and fringe benefit surveys.
Responds to inquiries (written and verbal) regarding salary, benefits, and classification issues.
Provides staff assistance relating to labor relations.
Assists in developing and providing in-house training and coordinating training programs.
Works with departments on personnel problems, staffing needs, and interpretation of personnel policies and procedures.
Prepares correspondence.
Inputs and retrieves data from computer system.
Assists in the implementation and monitoring of equal employment opportunity compliance and affirmative action policy and programs.
Performs other related duties as assigned.

EXHIBIT A

MINIMUM QUALIFICATIONS:

Knowledge of:

Principles and techniques of recruitment and selection of personnel including job analysis, test development, and validation methodology.
Applicable Federal and State laws and regulations.
Principles of labor relations.
Methods used in the development and administration of position classification and compensation plans.
Fundamental principles and practices of public personnel administration.
Current trends in personnel administration.
Methods of basic statistical analysis.
Principles of equal employment opportunity and affirmative action practices.

Ability to:

Analyze, collect, and interpret technical data, evaluating alternatives and making independent judgments within established guidelines.
Perform job audits and write clear and effective reports.
Interpret and apply laws, rules and regulations.
Establish and maintain effective working relationships with department officials, employees, and the public.

EDUCATION AND EXPERIENCE:

Any combination equivalent to experience and education that would likely provide the required knowledge and abilities would be qualifying. A typical combination is:

Personnel Analyst I: A Bachelor's degree from an accredited college or university with major course work in public administration, industrial relations, or a closely related field. Professional personnel experience which would have provided the knowledge and skills outlined above may be substituted for the college education on a year for year basis to a maximum of two years.

Personnel Analyst II: In addition to the above, two years of experience performing professional level personnel work.